

PROGRAM DIRECTOR, UHH

This is academic and/or administrative management work in directing the affairs, activities, and functions of an educational or research center. As the senior manager of an educational or research center, the Director is the lead facilitator and coordinator of the academic, curricular and/or service program, and is responsible for all administrative matters, including staffing, supervision, program evaluation, policy formulation, needs assessment, space utilization, financial management, and budget planning and execution. The Director ensures that the specialized curriculum, educational services, research opportunities, and/or conferences and workshops meet the needs of the community and support the institutional and overall strategic missions of the center. The scope of responsibility includes, but is not limited to, providing effective leadership, direction and support in establishing, communicating, and achieving short- and long-term development goals and initiatives to promote the academic and/or community service missions; developing and maintaining excellence in academic/educational and/or research programs through the recruitment and retention of qualified faculty and/or staff; building positive faculty and/or staff morale and good teamwork; and overseeing the development and offering of specialized exhibits, training, conferences and/or workshops. The Director serves as the chief operating and/or academic officer of the educational or research center with responsibility for community needs assessment and ensuring that the infrastructure needs are consistent with accreditation requirements and/or the community needs. Infrastructure needs may include such services and support as basic academics (e.g., library, computing support); basic student services (general assistance with admissions, registration, and academic advisement); institutional; physical plant and facilities; and core staff support to serve the community.

The Director may be responsible for program development; brokerage of courses with other campus chancellors, deans and directors; course sequencing; scheduling and determination of delivery medium; basic student services; physical plant maintenance; and supervision of support staff. Responsibility for the planning, implementation and continuing operation of a viable mini-college and/or program is a salient portion of the duties of this class. Work requires considerable knowledge of educational administration as well as budgetary processes, program planning and evaluation, needs assessment strategies, developing and guiding the academic support program of a college and/or program, and ability to effectively communicate with the various constituencies both internal and external to the University. Work is performed with wide latitude for independent judgment and is reviewed through consultation with the Dean or the approving authority of the center and evaluation of program attainments and community acceptance.

The amendment of the Executive class, Program Director, UHH, is effective
04/26/2010.



University of Hawai'i President

04/26/2010

Date